HUB SUBCONTRACTING PLAN (HSP)

In accordance with Texas Government Code §2161.252 and the Texas Administrative Code each state agency (including institutions of higher education) that considers entering into **a contract with the expected value of $100,000.00 or more shall determine whether subcontracting opportunities are probable** under the contract before bid solicitation, proposals, offers or other applicable expressions of interest

HUB Subcontracting Plan

Rev. 10/14

HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- ***11.2 percent for heavy construction other than building contracts,***
- ***21.1 percent for all building construction, including general contractors and operative builders' contracts,***
- ***32.9 percent for all special trade construction contracts,***
- ***23.7 percent for professional services contracts,***
- ***26.0 percent for all other services contracts, and***
- ***21.1 percent for commodities contracts.***

- - Agency Special Instructions/Additional Requirements - -

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall

EVERYONE WILL NEED TO COMPLETE PAGES 1, 2 and 3

- For those bids that are received without a correctly completed HSP, they are sometimes rejected. ***Some agencies will first try contacting the respondent for resubmission of a corrected HSP, or the necessary pages.***
- The agency must be able **(at all times)** to get in touch with someone that is knowledgeable of the contract in case there are questions that need clarity or correction(s). For dead-line purposes.
- All evaluations will be done by a HUB Program Specialist.
- **Even if you are a HUB, you are still required to complete the HSP**

QUICK CHECKLIST

Rev. 10/14

HUB Subcontracting Plan (HSP)

QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

➤ **If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:**

- ☐ Section 1 - Respondent and Requisition Information
- ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract
- ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors
- ☐ Section 2 c. - Yes
- ☐ Section 4 - Affirmation
- ☐ GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a *continuous contract** in place for five (5) years or less *meets or exceeds* the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**

- ☐ Section 1 - Respondent and Requisition Information
- ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract
- ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB

QUICK CHECKLIST (cont.)

- ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract
- ☐ Section 2 b. - List all the portions of work you will subcontract, and indicated the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors
- ☐ Section 2 c. - No
- ☐ Section 2 d. - No
- ☐ Section 4 - Affirmation
- ☐ GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources, complete:**

- ☐ Section 1 - Respondent and Requisition Information
- ☐ Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources
- ☐ Section 3 - Self Performing Justification
- ☐ Section 4 - Affirmation

Continuous Contract: *Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.*

https://comptroller.texas.gov/purchasing/vendor/hub/forms.php

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Purchasing

HUB FORMS

- HUB Certification Application Forms
- HUB Certification Checklists by Type
- HUB Subcontracting Plan (HSP) Forms
  - HUB Subcontracting Plan Form (PDF)
    (Includes all HUB Subcontracting plan Word documents listed below)
  - HUB Subcontracting Plan Form, SECTION 2 continuation sheet (PDF)
  - HUB Subcontracting Plan Good Faith Effort - Method A (Attachment A) (PDF)
  - HUB Subcontracting Plan Good Faith Effort - Method B (Attachment B) (PDF)
  - HUB Subcontracting Opportunity Notification Form (PDF)
  - HUB Subcontracting Plan Progress Assessment Report (XLS)
- HUB Merchant Verification Forms for State Charge Card Program
- Mentor Protege Forms

HUB Publications

HUB Reports

HUB Brochure (PDF)

Grow Your Business (PDF)

Disparity Study

PAGE 1 - SECTION 1
RESPONDENT AND REQUISITION INFORMATION

- **Company Name and the Point of Contact**

  The point of contact should be someone that is **knowledgeable of the contract** that can answer the question(s) of concern

- If applicable, include your **State of Texas VID #** issued by the Comptroller's office.

- **Is your company a State of Texas certified HUB?**

  please answer YES or NO

- Write-in the **Solicitation/Requisition Number**

In the event your HSP is separated from your bid response, the agency will at least know by the solicitation/requisition number, where your HSP is to go

- Write-in the **Bid Open Date**

PAGE 1 - SECTION 1
RESPONDENT AND REQUISITION INFORMATION – cont.

SECTION-1: RESPONDENT AND REQUISITION INFORM

EXAMPLE

a. Respondent (Company) Name: I Believe In Subcontracting (IBIS)

State of Texas VID #: 12345678910

Point of Contact: Uget A. Contract

Phone #: (800) TRY-SUBS

E-mail Address: ibis@gmail.com

Fax #: (800) GUD-F8TH

b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No

c. Requisition #: 1210136

Bid Open Date: April 22, 2021 (mm/dd/yyyy)

PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS

Check the appropriate box that identifies your subcontracting intentions

What if you are not subcontracting – do you still have to complete Section 2???

Everyone must complete Section 2 [RESPONDENT'S SUBCONTRACTING INTENTIONS] by either checking YES or NO

What you choose here will determine how you complete the rest of the application

PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS – cont.

KEEP IN MIND

you will never complete section 3 [Self Performing Justification], Good Faith Effort (GFE) Method A and/or GFE Method B for any one project. You will only complete one of the three scenarios based on your response(s) in section 2 [Respondent's Subcontracting Intentions].

PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS – cont.

In accordance with 34 TAC §20.282

the word **"subcontractor"** for the state is:

a person/company who contracts with a prime contractor to work, to supply commodities or to contribute toward completing work for a government entity

THEREFORE, IF YOU WILL BE SUBMITTING A BID RESPONSE FOR THIS PROJECT, YOU ARE NOT A SUBCONTRACTOR

PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS – cont.

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **1210136**

SECTION-2: SUBCONTRACTING INTENTIONS RESPONDENT

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

EXAMPLE

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- ☐ - ***Yes***, I will be subcontracting portions of the contract. (If ***Yes***, complete Item b, of this SECTION and continue to Item c of this SECTION.)
- ☐ - ***No***, I will not be subcontracting <u>any</u> portion of the contract, and I will be fulfilling the entire contract with my own resources. (If ***No***, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u>* in place for <u>five (5) years or less</u>.	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u>* in place for <u>more than five (5) years</u>.	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%

PAGE 3 – SECTION 3
SELF- PERFORMING JUSTIFICATION

If you responded NO to Section 2, item A, you must complete page 3, section 3

- Check the appropriate box that indicates whether your proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources; using your own employees, materials, supplies, delivery/transportation (if applicable).

- We want to know how and why your company will be able to complete this entire contract with its own resources and/or employees without subcontracting.

PAGE 3 – SECTION 3
COMPLETING THE
SELF- PERFORMING JUSTIFICATION – cont.

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **1210136**

SECTION-3: SELF PERFORMING JUSTIFICATION (If you responded "No "to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4)

Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- ☐ **Yes** (If *Yes*, in the space provided below **list the specific page(s)/section(s)** of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)
- ☐ **No** (If *No*, in the space provided below **explain how** your company will perform the entire contract with its own equipment, supplies, materials and/ or employees.)

Please see Page xx, Section xxx as it refers to how my company will perform the contract in its entirety with my company's own equipment, supplies, materials and/or employees

EXAMPLE

- evidence of existing staffing to meet contract objectives
- documentation (such as monthly payroll records) proving employment of qualified personnel holding the necessary licenses and certificates required to perform work that will be fully engaged in the contract
- Insurance documentation of equipment owned by your company that will be used for the fulfilment of the contract

PAGE 3 – SECTION 3
COMPLETING THE
SELF- PERFORMING JUSTIFICATION – cont.

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **1210136**

SECTION-3: SELF PERFORMING JUSTIFICATION (If you responded "No "to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4)

Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- ☐ **Yes** (If *Yes*, in the space provided below **list the specific page(s)/section(s)** of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)
- ☐ **No** (If *No*, in the space provided below **explain how** your company will perform the entire contract with its own equipment, supplies, materials and/ or employees.)

In this space is where I explain how my company will perform the contract in its entirety with my company's own equipment, supplies, materials and/or employees

EXAMPLE

- evidence of existing staffing to meet contract objectives
- documentation (such as monthly payroll records) proving employment of qualified personnel holding the necessary licenses and certificates required to perform work that will be fully engaged in the contract
- Insurance documentation of equipment owned by your company that will be used for the fulfilment of the contract

LAST…but not LEAST

Your HSP must be signed by an authorized and knowledgeable representative of the company

SECTION 4 – AFFIRMATION

This section confirms that you have done and will do all that the HSP requires

- You should be able to contact the contract administrator of an agency if you need any type of assistance with completing the HSP.

Everyone has to read and sign this section whether you are subcontracting or not

- A copy of the notice required by this section must also be provided to the agency's contract administrator no later than 10 working days after the contract is awarded

SECTION 4 – AFFIRMATION- cont.

SECTION-4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date (mm/dd/yyyy)
	Uget A. Contract	Owner	

EXAMPLE

Reminder:

- If you responded "**Yes**" to **SECTION 2, Items c or d**, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" **for each** of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "**No**" **SECTION 2, Items c and d,** you must complete an "HSP Good Faith Effort - Method B (Attachment B)" **for each** of the subcontracting opportunities you listed in SECTION 2, Item b.

PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS

According to the Texas Administrative Code (TAC); Title 34. Part 1, Chapter 20, subchapter D, Division 1, §20.285

(d) Establishing good faith effort by respondent.

(1) Any person submitting a bid, proposal, offer or other applicable expression of interest in obtaining a contract with the state shall submit a completed HUB subcontracting plan demonstrating evidence of good faith effort in developing that plan. Good faith effort shall be shown through utilization of the methods specified below, and in full conformance with all directions for demonstration and submission specified in the HUB subcontracting plan forms prescribed by the comptroller.

(A) Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices.

(B) Provide written justification of the selection process if the selected subcontractor is not a HUB.

(C) Provide documentation of meeting one or more of the requirements

Infrastructure HUB Subcontracting Opportunities

Date of HUB List: March 12, 2021 **Project/Contract Number:** 1210136

Description: Restroom Replacement at Eisenhower State Park, Denison, Grayson County, Texas

In accordance with Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter D, Division 1, state agencies shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for Construction, Services (including Professional and Consulting Services), and Commodity procurements. The State of Texas Policy is to contract directly with HUBs or indirectly through subcontracting opportunities. Each Contractor/Vendor shall also make a good faith effort to utilize HUBs in subcontracting opportunities.

TPWD estimates the value of this contract to be $ **850,000 to 1,012,500** and further sets the HUB subcontracting goal at **21.1** % of the contract's value.

(Subcontractor - A person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity as defined in Texas Government Code 2251.001.)

NOTE: The following list identifies potential subcontracting opportunities. You could have other opportunities or may self-perform some opportunities. You are not required to subcontract every potential subcontracting opportunity.

Class & Item Code:	Trades/Disciplines/Major Supplies:	Class & Item Code:	Trades/Disciplines/Major Supplies:
912-40	Demolition Services	940-54	Power Supply Installation, Electric
914-27	Carpentry	961-83	Utility Services, Electric
914-30	Concrete	913-94	Paving and Resurfacing, Alley and Parking Lot
914-38	Electrical	914-73	Roofing and Siding
914-50	Heating, Ventilating and Air Conditioning (HVAC)	962-39	Hauling Services
914-55	Masonry	909-30	Building Construction (not otherwise classified)
914-68	Plumbing		
914-83	Tile and Marble Work, All Types		

PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS (cont.)

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **1210136**

SECTION-2: SUBCONTRACTING INTENTIONS RESPONDENT

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

EXAMPLE

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- ☐ - ***Yes***, I will be subcontracting portions of the contract. (If ***Yes***, complete Item b, of this SECTION and continue to Item c of this SECTION.)
- ☐ - ***No***, I will not be subcontracting <u>any</u> portion of the contract, and I will be fulfilling the entire contract with my own resources. (If ***No***, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u>* in place for <u>five (5) years or less</u>.	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u>* in place for <u>more than five (5) years</u>.	Percentage of the contract expected to be subcontracted to non-HUBs.
1	912-40 Demolition Services	10 %	%	%
2	914-27 Carpentry	%	%	5 %
3	914-30 Concrete	15 %	%	%
4		%	%	%
5		%	%	%
6		%	%	%

IF YOU CHECKED (YES) DEMONSTRATE YOUR METHOD A GOOD FAITH EFFORT IN ONE OF THESE WAYS

- You will either use HUBs for all of the subcontracting opportunities or you may use HUBs and NON-HUBs that meet and/or exceed the HUB goal.

21.1%

- You may demonstrate your Good Faith Effort to subcontract with only Texas Certified HUB Vendors. Then complete Method A (Attachment A) (ONLY) for each of your subcontracting opportunities listed on page 2, section 2

PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS (cont.)

LIST ALL PORTIONS OF WORK THAT YOU WILL SUBCONTRACT OUT

Specify the aggregate expected percentage of the contract that you will be subcontracting out using both Texas Certified HUBs with which you have an existing "written" contract in place for five years or less that meets or exceeds the HUB goal

IF YOU CHECKED (YES) DEMONSTRATE YOUR METHOD A GOOD FAITH EFFORT IN ONE OF THESE WAYS

- Specify the *percentages* of the contract you expect to award to Texas Certified HUB vendor(s)

- Specify the *percentages* of the contract you expect to award to vendor(s) that are not Texas Certified HUBs (non-HUBS)

Once you add up all the percentages, your total at the bottom should either meet and/or exceed the HUB goal

PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS (cont.)

11				%			%			%
12	912-40 Demolition Services		10	%			%			%
13	914-27 Carpentry			%			%		5	%
14	914-30 Concrete		15	%			%			%
15	EXAMPLE			%			%			%
	Aggregate percentages of the contract expected to be subcontracted:		25	%			%		5	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/).

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

☐ - *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
☐ - *No* (If *No*, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified** HUBs with which you have a **continuous contract*** in place with for five (5) years or less **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "**Agency Special Instructions/Additional Requirements**".

☐ - *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
☐ - *No* (If *No*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

**Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.*

METHOD A (ATTACHMENT A) GOOD FAITH EFFORT

This attachment refers back to page 2, section 2 [SUBCONTRACTING INTENTIONS] of the HSP

- You will need to complete an Attachment A, Section A-1 and A-2 for each opportunity you have listed on page 2, section 2 if you will be using ONLY Texas Certified HUBs or you meet or exceed the specified HUB goal.

- Indicate the approximate dollar amount and expected percentage of the contract to be subcontracted

Must be the same percentages as listed on page 2, section 2

METHOD A (ATTACHMENT A) GOOD FAITH EFFORT – cont.

Rev. 10/14

HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here: I Believe In Subcontracting (IBIS) Requisition #: 1210136

IMPORTANT: If you responded "*Yes*" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf

SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: 1 **Description:** 912-40 Demolition Services

EXAMPLE

SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID Number (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
Give Me A Try	☒ - Yes ☐ - No	11111111111	$ 10	10 %
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

METHOD A (ATTACHMENT A) GOOD FAITH EFFORT – cont.

Rev. 10/14

HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **1210136**

IMPORTANT: If you responded "***Yes***" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf

SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

EXAMPLE

Item Number: 2 **Description:** 914-27 Carpentry

SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID Number (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
I'm Not A Sub (INAS)	☐ - Yes ☒ - No	22222222222	$ 5	5 %
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

METHOD A (ATTACHMENT A) GOOD FAITH EFFORT – cont.

Rev. 10/14

HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here: I Believe In Subcontracting (IBIS) Requisition #: 1210136

IMPORTANT: If you responded "*Yes*" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf

SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

EXAMPLE

Item Number: 3 **Description:** 914-30 Concrete

SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID Number (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
No Pick Me	☒ - Yes ☐ - No	33333333333	$ 15	15 %
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

METHOD A (ATTACHMENT A)
GOOD FAITH EFFORT – cont.

	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
Give Me A Try	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
I'm Not A Sub (INAS)	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
No Pick Me	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
EXAMPLE	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

REMINDER: As specified in SECTION 4 of the comple[illegible] if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

LAST…but not LEAST

Your HSP must be signed by an authorized and knowledgeable representative of the company

SECTION 4 – AFFIRMATION

SECTION-4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date (mm/dd/yyyy)
	Uget A. Contract	Owner	

Reminder: **EXAMPLE**

- If you responded "**Yes**" to **SECTION 2, Items c or d**, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" **for each** of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "**No**" **SECTION 2, Items c and d,** you must complete an "HSP Good Faith Effort - Method B (Attachment B)" **for each** of the subcontracting opportunities you listed in SECTION 2, Item b.

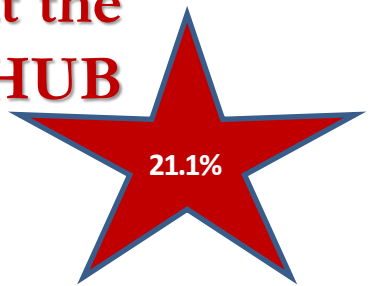
PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS (cont.)

LIST ALL PORTIONS OF WORK THAT YOU WILL SUBCONTRACT OUT

- Specify the *percentages* of the contract you expect to award to Texas Certified HUB vendor(s)

- Specify the *percentages* of the contract you expect to award to vendor(s) that are not Texas Certified HUBs (non-HUBS)

Once you add up all the percentages, your total at the bottom should either meet and/or exceed the HUB goal



PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS (cont.)

Enter your company's name here: I Believe In Subcontracting (IBIS) Requisition #: 1210136

SECTION-2: SUBCONTRACTING INTENTIONS RESPONDENT

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

EXAMPLE

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

☐ - ***Yes***, I will be subcontracting portions of the contract. (If ***Yes***, complete Item b, of this SECTION and continue to Item c of this SECTION.)

☐ - ***No***, I will not be subcontracting <u>any</u> portion of the contract, and I will be fulfilling the entire contract with my own resources. (If ***No***, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u>* in place for <u>five (5) years or less</u>.	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u>* in place for <u>more than five (5) years</u>.	Percentage of the contract expected to be subcontracted to non-HUBs.
1	912-40 Demolition Services	%	%	5 %
2	914-27 Carpentry	%	%	5 %
3	914-30 Concrete	5 %	%	%
4		%	%	%
5		%	%	%
6		%	%	%

PAGE 2 – SECTION 2
SUBCONTRACTING INTENTIONS (cont.)

11				%			%		%
12	912-40 Demolition Services			%			%	5	%
13	914-27 Carpentry			%			%	5	%
14	914-30 Concrete		5	%			%		%
15	EXAMPLE			%			%		%
	Aggregate percentages of the contract expected to be subcontracted:		5	%			%	10	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/).

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

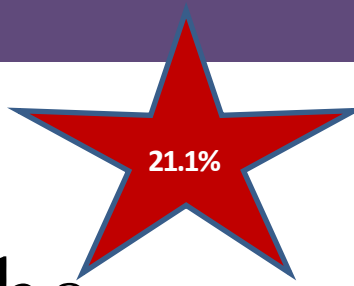
☐ - ***Yes*** (If ***Yes***, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
☐ - ***No*** (If ***No***, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified** HUBs with which you have a **continuous contract*** in place with for five (5) years or less **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "**Agency Special Instructions/Additional Requirements**".

☐ - ***Yes*** (If ***Yes***, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
☐ - ***No*** (If ***No***, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

**Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.*

METHOD B USED ONLY WHEN YOU DO NOT MEET OR EXCEED THE HUB GOAL



If you do not meet or exceed the recommended HUB Goal and you ARE NOT using ONLY Texas Certified HUBs, then you will need to complete an **METHOD B** Attachment B for each of the subcontracting opportunities listed on page 2, section 2

SUBCONTRATING WITH HUBs and NON-HUB VENDORS

If you are subcontracting with HUBs and NON-HUB vendors (or only with NON-HUB vendors) and the aggregate percentage you are subcontracting with HUB vendors (with which existing written contracts have been in place for five (5) years or less) **DOES NOT** meet the HUB goal for that category, **you must demonstrate your Good Faith Efforts by completing METHOD B (ATTACHMENT B)**

METHOD B (ATTACHMENT B) GOOD FAITH EFFORT

This section instructs you as to what you must do to demonstrate your Good Faith Effort to contract with HUBs

- You will need to complete an Attachment B for each opportunity you have listed on page 2, section 2
- Indicate the approximate dollar amount and expected percentage of the contract to be subcontracted

Must be the same percentages as listed on Page 2, Section 2

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT – cont.
Section B-2

HSP Good Faith Effort - Method B (Attachment B)

Rev. 10/14

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **1210136**

IMPORTANT: If you responded "***Yes***" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf.

SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

EXAMPLE

Item Number: **1** **Description:** **912-40 Demolition Services**

SECTION B 2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

☐ - **Yes** (If ***Yes***, to continue to SECTION B-4.)

☐ - **No / Not Applicable** (If ***No*** or ***Not Applicable***, continue to SECTION B-3 and SECTION B-4.)

SECTION B 3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items **a**, **b**, **c** and **d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan.

LET'S PAUSE FOR A MOMENT AND DISCUSS THE MENTOR PROTÉGÉ PROGRAM

- Each agency is responsible for sponsoring a state Mentor Protégé agreement; designed to foster long term relationships between prime contractors/vendors and HUBs to increase the ability of utilizing HUBs to contract with the state or to receive subcontracts under a state contract. The objective is also for development and growth of proteges with the professional guidance and support of Mentors.

You may use your protégé to perform the specific subcontracting work (if applicable)

METHOD B (ATTACHMENT B) GOOD FAITH EFFORT – cont.

HSP Good Faith Effort - Method B (Attachment B)

Rev. 10/14

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **1210136**

IMPORTANT: If you responded "***Yes***" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf.

SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

EXAMPLE

Item Number: **2** **Description:** **914-27 Carpentry**

SECTION B 2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

☐ **- Yes** (If ***Yes***, to continue to SECTION B-4.)

☐ **- No / Not Applicable** (If ***No*** or ***Not Applicable***, continue to SECTION B-3 and SECTION B-4.)

SECTION B 3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items **a**, **b**, **c** and **d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan.

METHOD B (ATTACHMENT B) GOOD FAITH EFFORT – cont.

HSP Good Faith Effort - Method B (Attachment B)

Rev. 10/14

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **121013**

IMPORTANT: If you responded "***Yes***" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf.

SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

EXAMPLE

Item Number: 3 **Description:** 914-30 Concrete

SECTION B 2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

☐ - **Yes** (If ***Yes***, to continue to SECTION B-4.)

☐ - **No / Not Applicable** (If ***No*** or ***Not Applicable***, continue to SECTION B-3 and SECTION B-4.)

SECTION B 3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items **a**, **b**, **c** and **d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan.

GOOD FAITH EFFORT(S) – cont.

- Provide notice of the subcontracting opportunity to at least three (3) Texas Certified HUBs

- Provide notice of the subcontracting opportunity to at least two (2) Minority or Women Trade Organization/Development Centers

ALLOW NO LESS THAN 7 WORKING DAYS PRIOR TO SUBMITTING YOUR BID RESPONSE FOR HUBs TO RESPOND

*****DOES NOT include holidays and/or weekends*****

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT – cont.
Section B-3

SECTION B 3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items **a**, **b**, **c** and **d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp . HUB Status code "A" signifies that the company is a Texas certified HUB.

b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	VID Number	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
Company ABC	11 DIGITS		☐ ☐
Company DEF	11 DIGITS		☐ ☐
Company XYZ	11 DIGITS		☐ ☐

EXAMPLE

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT
SECTION B-3 – cont.

- Notifications of subcontracting opportunities must be done in order for your bid to be accepted

- You must retain and send supporting documentation demonstrating evidence of your GFE to notify Texas Certified HUBs and Minority or Women Trade Organizations or Development Centers

PLEASE DO NOT WRITE:

"There are no HUBs to solicit"

OR

"You will let us know later"

OR

TBD (To Be Determined)

THIS IS UNACCEPTABLE

METHOD B (ATTACHMENT B)
SECTION B-3 – cont.

- A HUB subcontractor listing to assist primes in the solicitation process is provided by the Contract Management Team
- Also included is a list of Minority & Trade Organizations/Development Centers to assist primes in the solicitation process

HUB LIST:

TPWD does not endorse, recommend or attest to the capabilities of any company or individual listed. The list is strictly provided as a convenience to respondents.

Respondents may also access a list of HUB subcontractors by referencing the above Class and Item codes in a Centralized Master Bidders List (CMBL) search at https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp.

Comptroller HSP information: https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php.

A few minority and women trade organizations and development centers are listed below. For a more complete list, please visit https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php.

Women Contractors Association 6703 Chimney Rock Rd. Bellaire, TX 77401 (703) 807-9977 phone director@womencontractors.org email www.womencontractors.org website	Texas Association of African American Chambers of Commerce 807 Brazos St., Ste. 710 Austin, TX 78701 (512) 535-5610 phone cro@taaacc.org email www.taaacc.org website	Texas Association of Mexican American Chambers of Commerce 606 Main St. Buda, TX 78610 (512) 444-5727 phone president@tamacc.org email www.tamacc.org website
US Pan Asian American Chamber of Commerce SW 711 E. Lamar Blvd., Mailbox 103A Ste. 211 Arlington, TX 76011 (682) 323-5869 phone gmcdermott@uspaacc-sw.org email www.uspaacc-sw.org website	Dallas/Fort Worth Minority Supplier Development Council 8828 N. Stemmons Fwy, Ste. 550 Dallas, TX 75247 (214) 630-0747 phone (214) 637-2241 fax sourcing@dfwmsdc.com email www.dfwmsdc.com website	US India Chamber of Commerce DFW 5930 LBJ Fwy, Ste. 310 Dallas, TX 75240 (214) 346-9559 phone (214) 346-9521 fax info@usicoc.org email www.usicoc.biz website

For information on the TPWD HUB program, assistance with completing forms, or to obtain HUB lists if web access is not possible, please contact the TPWD HUB staff at (512) 389-4784 or hub@tpwd.texas.gov.

MINORITY/WOMEN TRADE ORGANIZATIONS/DEVELOPMENT CENTERS

ORGANIZATION	MAILING ADDRESS	PHONE	FAX	EMAIL
Dallas Black Chamber of Commerce	2838 Martin Luther King Jr. Blvd, Dallas, TX 75215	214-421-5200	214-421-5510	info@dbcc.org
DFW Minority Supplier Development Council	2710 North Stemmons Freeway, North Tower, Suite 900, Dallas, TX 75207-2212	214-630-0747	214-637-2241	business@dfwmsdc.com construction@dfwmsdc.com
Dallas Hispanic Chamber of Commerce	4622 Maple Avenue, Suite. 207, Dallas, TX 75219	214-521-6007	214-520-1687	
Del Mar College PTAC, Corpus Christi Black C of C	101 Baldwin Blvd., CED-146, Corpus Christi, TX 78404	361-698-1025	361-698-1024	ptac@delmar.edu
El Paso Hispanic Chamber or Commerce	2401 E. Missouri, El Paso 79903	915-566-4066	915-566-9714	treed@ephcc.org
Fort Worth Metropolitan Black Chamber of Commerce	1150 South Freeway, Suite 211, Fort Worth, TX 76104	817-871-6538	817-332-6438	bbolden@fwmbcc.org
Golden Triangle Minority Business Council	2155 Stillwater, Beaumont, TX 77705	409-962-8530	409-722-5402	hatcher.beverly@gtmbc.com
Greater Austin Black Chamber of Commerce	912 E. 11th Street, Suite A, Austin, TX 78702	512-459-1181	512-459-1183	admin@austinbcc.org
Greater Houston Business Procurement Forum	17071/2 South Post Oak Blvd., PMB 273, Houston, TX 77056	832-216-2185	713-436-8333	milton@houstonbiz.org
Hispanic Contractors Association - Houston	7 Parker Road, Houston, TX 77076	832-883-5078	Use email	randymagdaleno@yahoo.com
Hispanic Contractors Association –San Antonio	8300 Pat Booker, RM 233 Live Oak, San Antonio, TX 78233	210-444-1100	210-444-1101	admin@hcadesa.org, exdir@hcadesa.org
Hispanic Contractors Association – Regional	2210 W. Illinois Avenue, Dallas, TX 75224-1636	972-786-0909	972-786-0910	yolanda@regionalhca.org
Houston Hispanic Chamber of Commerce	1801 Main Street, Suite 890, Houston, TX 77002	713-644-7070	713-644-7377	mvelasquez@houstonhispanicchamber.com jmancilla@houstonhispanicchamber.com
Houston Minority Supplier Development Council	Three Riverway, Suite 555, Houston, TX 77056	713-271-7805	713-271-9770	info@hmsdc.org
National Association of Minority Contractors Inc.– Houston	3825 Dacoma St., Houston, TX. 77092	713-843-3791	713-843-3701	info@namctexas.org
San Antonio Hispanic Chamber of Commerce	200 East Grayson, Suite 203, San Antonio, TX 78215	210-225-0462	210-225-2485	blancam@sahcc.org
Southwest Minority Supplier Development Council	912 Bastrop Highway, Ste. 101, Austin, TX 78741	512-386-8766	512-386-8988	smsdc@smsdc.org
	3463 Magic Dr., #300 , San Antonio, TX 78229	210-525-7925	Use email	eric@smsdc.org
Greater Austin Asian Chamber of Commerce	8001 Centre Park Dr., Suite 160, Austin TX 78754	512-407-8240	Use email	exec.admin@austinasianchamber.org
Regional Black Contractors Association	2627 Martin Luther King Jr. Blvd, Dallas, TX 75215	214-565-8946		info@blackcontractors.org
Texas Association of African American Chambers of Commerce (TAAACC)	P.O. Box 13064, Austin, TX 78711-3064	512-535-5610	Use email	taaacc179@yahoo.com
Texas Association of Mexican American Chambers of Commerce (TAMACC)	3000 South IH-35, Suite 305, Austin, TX 78704	512-444-5727	512-444-4929	panton@tamacc.org
Tri-County Black Chamber of Commerce	P.O. Box 88376, Houston, TX 77288	832-875-3977	281-336-0870	procurement@tcbcc.org
U.S. Hispanic Contractors Association de Austin	319 Congress Ave., Ste 250 Austin, TX 78723	512-922-0507		info@ushca-austin.com
U.S. Pan Asian American Chamber of Commerce SW	202 E. Border Street, Suite 144, Arlington, TX 76010	682-367-1393	817-469-9485	gmcdermott@uspaacc-sw.org
Women's Business Council - Southwest	2201 North Collins, Suite 158, Arlington, TX 76011	817-299-0566	817-299-0949	lwilliams@wbcsouthwest.org
Women's Business Enterprise Alliance (WBEA)	9800 NW Frwy, Suite 120, Houston, TX 77092	713-681-9232	713-681-9242	bids@wbea-texas.org
Women Contractors Association (WCA)	10807 Jones Rd, PMB 164, Houston, TX 77065	713-807-9977	713-807-9917	

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT
Section B-3 – cont.

Again, DO NOT count the first notification day as one of the seven (7) working days

EXAMPLE

I highly recommend sending out notifications by no later than April 8, 2021

To be sure of satisfying the 7 working days requirement, bid preparation from solicitation responses and mailing

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT
SECTION B-3 – cont.

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/.

d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1.Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		☐ ☐
		☐ ☐

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT
SECTION B-4

Rev. 10/14

HSP Good Faith Effort - Method B (Attachment B) Cont.

Enter your company's name here: **I Believe In Subcontracting (IBIS)** Requisition #: **1210136**

SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: **1** Description: **912-40 Demolition Services** **EXAMPLE**

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**.Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID Number (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
Give Me A Try	☐ - Yes ☒ - No		$ 5	5 %
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT
SECTION B-4

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is **not** a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

EXAMPLE

You will need to justify why you are using a NON-HUB vendor instead of a HUB vendor???

REMINDER: As specified in SECTION 4 of the completed HSP-1041, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT
SECTION B-4 – cont.

Rev. 10/14

HSP Good Faith Effort - Method B (Attachment B) Cont.

Enter your company's name here: I Believe In Subcontracting (IBIS) Requisition #: 1210136

SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: 2 Description: 914-27 Carpentry

EXAMPLE

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**.Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID Number (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
I'm Not A HUB Sub (INAHS)	☐ - Yes ☒ - No		$ 5	5 %
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT
SECTION B-4 – cont.

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is **not** a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

EXAMPLE

You will need to justify why you are using a NON-HUB vendor instead of a HUB vendor???

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT
SECTION B-4 – cont.

Rev. 10/14

HSP Good Faith Effort - Method B (Attachment B) Cont.

Enter your company's name here: I Believe In Subcontracting (IBIS) Requisition #: 1210136

SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: 3 Description: 914-30 Concrete **EXAMPLE**

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**.Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID Number (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
No Pick Me	☒ - Yes ☐ - No	11111111111	$ 5	5 %
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT
SECTION B-4 – cont.

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is **not** a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

If you are awarded any portion of the requisition, you are to provide notice as soon as practical to all the subcontractors (both HUBs and NON-HUBs) of their selection as a subcontractor, with the expected percentage amount

REMINDER: As specified in SECTION 4 of the completed HSP-1st, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

LAST…but not LEAST

- Your HSP must be signed by an authorized and knowledgeable representative of the company

- If you *thoroughly* follow the instructions, you will be able to complete the HSP depending on the method by which you choose to demonstrate your Good Faith Effort to subcontract with HUBs

SECTION 4 – AFFIRMATION

SECTION-4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date (mm/dd/yyyy)
	Uget A. Contract	Owner	

Reminder: **EXAMPLE**

- If you responded "**Yes**" to **SECTION 2, Items c or d**, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" **for each** of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "**No**" **SECTION 2, Items c and d,** you must complete an "HSP Good Faith Effort - Method B (Attachment B)" **for each** of the subcontracting opportunities you listed in SECTION 2, Item b.

HSP OPPORTUNITY NOTIFICATION FORM

Rev. 10/14

HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of $100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in **Section B** has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in **Section C, Item 2**, reply no later than the date and time identified in **Section C, Item 1**. Submit your response to the point-of-contact referenced in **Section A**.

SECTION: A PRIME CONTRACTOR'S INFORMATION

Company Name: I Believe In Subcontracting (IBIS)

State of Texas VID #: 12345678910

Point-of-Contact: Uget A. Contract

Phone #: (800) TRY-SUBS

EXAMPLE

E-mail Address: ibis@gmail.com

Fax #: (800) GUD-F8TH

SECTION: B CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: Texas Parks and Wildlife Department

Point-of-Contact: TPWD Representative (Serena Holster)

Phone #: 512.389.8761

Requisition #: 1210136

Bid Open Date: April 22, 2021 (mm/dd/yyyy)

SECTION: C SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

1. Potential Subcontractor's Bid Response Due Date:

HSP OPPORTUNITY NOTIFICATION FORM (cont.)

SECTION: C SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

EXAMPLE

1. Potential Subcontractor's Bid Response Due Date:

If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2, we must receive your bid response no later than Select (Central Time) on April 19, 2021 (Date (mm/dd/yyyy)).

In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)

2. Subcontracting Opportunity Scope of Work:

Please see: www.tpwd.texas.org/bidopportunity

3. Required Qualifications: ☐ - Not Applicable

4. Bonding/Insurance Requirements: ☐ - Not Applicable

HSP OPPORTUNITY NOTIFICATION FORM (cont.)

Response Due Date:	*days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, we must provide the same notice to two (2) or more minority or women trade organizations or development centers at least seven (7) working days prior to submitting our bid response to the contracting agency.* *(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)*
2. **Subcontracting Opportunity Scope of Work:**	
3. **Required Qualifications:** ☐ - Not Applicable	
4. **Bonding/Insurance Requirements:** ☐ - Not Applicable	
5. **Location to review plans/specifications:** ☐ - Not Applicable	

METHOD B (ATTACHMENT B)
GOOD FAITH EFFORT – cont.

	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
Give Me A Try	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
I'm Not A HUB Sub (INAHS)	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
No Pick Me	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
EXAMPLE	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.